



# The City of Morgantown

389 SPRUCE STREET  
MORGANTOWN, WEST VIRGINIA 26505  
(304) 284-7431 TDD (304) 284-7512  
[www.morgantownwv.gov](http://www.morgantownwv.gov)

April 1, 2016

**RE: V16-09 / Strader / 633 Madison Avenue  
Tax Map 40, Parcel 25 and part of Parcels 318 and 318.2**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

On March 16, 2016, the Board of Zoning Appeals granted a fifteen (15) foot rear setback variance from Article 1335.04 as requested. The petitioner now seeks to relocate the entrance of the driveway, which will not alter the location, dimensions, or size of the proposed addition nor will it alter the extent of the variance already granted by the Board of Zoning Appeals. However, relocating the entrance of the driveway will alter the circumstances for which findings of fact were determined and variance relief granted, which requires review and approval by the Board of Zoning Appeals.

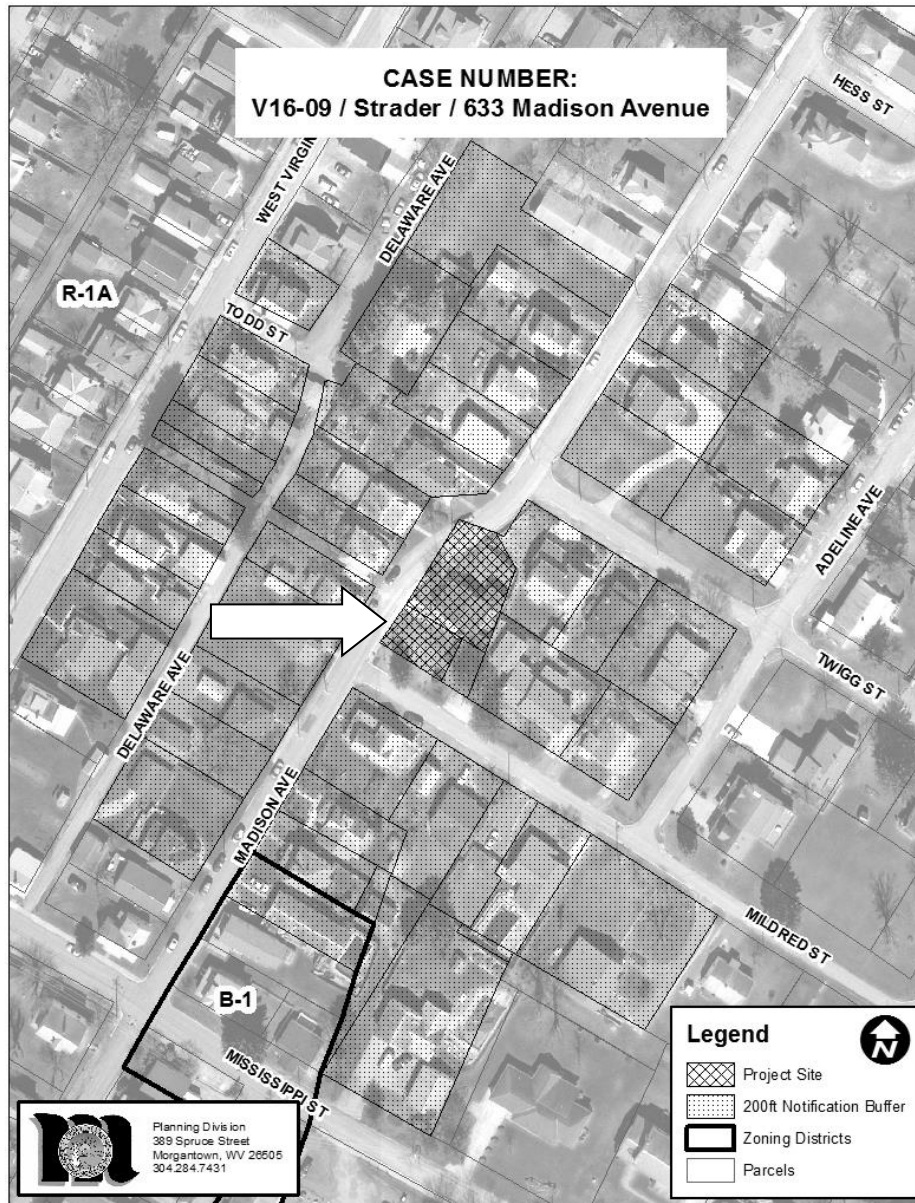
The **Board of Zoning Appeals** will consider this matter on **Wednesday, March 16, 2016** at 6:30 PM in City Council Chambers, City Hall, 389 Spruce Street. A map illustrating the location of the subject site is provided on the reverse side of this letter.

Should you have any questions concerning this matter or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to [shollar@morgantownwv.gov](mailto:shollar@morgantownwv.gov). Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, [www.morgantownwv.gov](http://www.morgantownwv.gov), approximately one week before the hearing.

Respectfully,

Stacy Hollar  
Executive Secretary



Members of the public may participate in an existing case before the Board of Zoning Appeals in several ways:

1. Provide a written submission (evidence such as reports, photographs, etc.) while the record is open. Evidence supporting the granting or denial of an application may be submitted to the Office of the Planning Division up to five (5) days prior to the public meeting. Written evidence submitted after the deadline cannot be considered by the BZA unless the BZA finds good cause exists to admit additional evidence at the time of the hearing.
2. Provide written comments for the public hearing. Written comments may be submitted to the Office of the Planning Division prior to the public meeting OR by presenting them to the BZA Chair at the hearing. Written comments that are lengthy but not considered evidence can be submitted up to five (5) days prior to the public meeting to allow ample time to distribute them to members of the BZA with sufficient time for review.
3. Offer testimony during the public hearing portion at the BZA meeting. All speakers are limited to five (5) minutes. If there is a large number of speakers, including many who are part of groups or organizations, the BZA Chairperson may, to avoid repetitive comments, elect to ask a representative to speak on behalf of the group or organization.